



Republic of the Philippines
CITY OF PARANAQUE

Office of the Mayor

March 13, 2020

PUBLIC MEMORANDUM

In light Presidential Directive approving the recommendations of the Inter-Agency Task Force for the Management of Emerging Infectious Disease and as a necessary precaution and preventive measure against the spread of Covid-19 in the City of Parañaque, all Elective City Officials, Department Heads and City Government Personnel are ENJOINED to comply with the following directives:

1. Only individuals with official business in the City Hall or any of the offices thereat may be allowed entry. Receiving of personal visitors is strictly prohibited;
2. A no-contact thermal scanning shall be performed on all individuals entering the City Hall. If upon said scanning, and upon observation of the person-in-charge an individual is found to be suffering from fever, flu, colds and cough, he/she shall be refused entry and will be required to accomplish a HEALTH DECLARATION FORM, the format therefor is hereto attached for ready reference and reproduction;
3. All events and activities of the City Government and the private sector which entails the gathering of a number of people are hereby cancelled. Further, all personnel are highly discouraged from conducting unnecessary meetings and gatherings;
4. Sanitation of the following fixtures shall be done at least once a day, using 70% ethyl alcohol and recommended aerosol disinfectants:
 - Door knobs/handles;
 - Rails;
 - Desks/tables;
 - Elevator door, walls, and buttons;
 - Light/electrical switches;
 - Sinks, counter tops, and toilet bowls;
5. Ensure that disinfectants, alcohol, sanitizers and the like are made available to the public and City employees. Also, the City Health Office is directed to conduct regular disinfection/misting of all public places, schools and government offices;

6. All personnel are directed to:

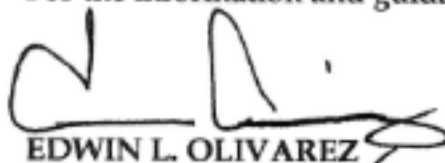
- Observe proper hand hygiene by washing their hands with soap and water and drying them immediately with tissue papers or with a clean towel;
 - Properly dispose used tissue papers in trash cans;
 - Ensure that trash cans are closed at all times;
 - Observe proper etiquette when coughing or sneezing, through the following:
 - Cover Mouth and nose when coughing or sneezing;
 - Immediately wash hands with soap and water;
 - Observe proper personal hygiene
 - Observe Stringent Social Distancing
 - Personnel are directed to keep an arm's length distance when personally interacting with another individual;
7. If a personnel has been feeling sick for more than one day, he/she must seek prompt medical attention and should not report to work. A doctor's certificate stating that the personnel is cleared to report back to work must be submitted before commencing work;
8. Foreign travels of personnel for leisure and vacation shall not be allowed and previous authority to travel during the effectivity of Resolution No. 11 are hereby withdrawn. Further, Civil Service Commission Memorandum Circular (CSC MC) No. 5, s. 2020 prescribes the procedure for personnel who are compelled to on a mandatory quarantine, as well as those who decide to undergo voluntary quarantine.
9. To prevent the spread of Covid-19, Department Heads and Heads of Offices are directed to remain vigilant in monitoring the medical condition of their personnel and compliance with herein guidelines in their workplaces and their surrounding premises. The Department Heads and Heads of Offices are directed to report to the City Health Office any circumstance pertaining to Covid-19 in their office and surrounding premises. The City Health Office shall thereafter promptly act on the report and shall assess, and constantly monitor the matters reported;
10. All concerned offices are enjoined to DENY applications for and prohibit activities involving mass gatherings. A mass gathering is defined as an event where the number of people attending could strain the planning and response resources of the community hosting the event;
11. All concerned offices are enjoined to ensure that public transportation vehicles are properly sanitized and are operated following the guidelines by the Department of Transportation;
12. In view of the class suspensions, all concerned offices like the barangay officials and members of the Philippine National Police (PNP) are enjoined to instruct and remind students to stay home at all times and ensure that students are not found in malls, internet/computer shops, or loitering in public places including basketball courts, parks, multipurpose halls and the like.
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13. All concerned offices are enjoined to monitor and ensure compliance by business establishments with the PRICE FREEZE on all basic necessities as issued by the DTI following Proclamation No. 922. Any erring establishments shall be reported to the BPLO for proper action/s;
14. All concerned offices are enjoined to observe the guidelines for community quarantine in light of President Rodrigo Duterte's declaration last 12 March 2020;
15. As panic spreads quicker than the virus itself, everyone is sternly warned against sharing and disseminating false, unverified, or inaccurate reports involving Covid-19. Doing so may warrant the filing of appropriate charges against the author/sharer;

The Office of the City Mayor is keeping a vigilant eye and is constantly monitoring the situation. Periodic updates shall be provided all those concerned.

For assistance, the Disaster Risk Reduction and Management Office of the City of Paranaque can be reached through its hotline: 8-820-7783.

For the information and guidance of all concerned.



EDWIN L. OLIVAREZ
City Mayor